Dear John Doe,

My name is Dr. Jamie Ashman. I am a certified UK physician operating under the license of the National Health Service and under UK law. I am contacting you regarding my patient’s current condition. He recently tore his Anterior Cruciate Ligament playing a competitive game of Lacrosse, which has led to quite severe swelling on his right thigh and ankle, alongside extreme usage pain.

For this reason, I am writing to you on behalf of my patient to terminate his contract with your gym, as he will simply and utterly unable to attend for the next 3-6 months as we carry out critical physiotherapy and rehabilitation.

My patient’s membership number is #656546354 and he is billed on the 26th of each month, running since January 2016. This letter is 14 days notice of cancellation, in accordance with the contract.

I am available on 555-555-5555 for any questions or clarification.

Kind regards,

Dr Jamie Ashman